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No Change in Class. ☐

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Class. Changed to: TS S **(C)**

Next Review Date: **1989**

Auth.: HR 70-3

Date: **22/1/79**

By: **009**

APR 4 1989

TO: Deputy Director (Support)

SUBJECT: Survey of Personnel Assignment Division, Office of Personnel.

1. PROBLEM:

To define functions, propose the organizational structure and recommend adequate staffing.

2. FACTS BEARING ON THE PROBLEM:

This division is the former Placement and Utilization Division, with the addition of the counselling function.

3. DISCUSSION:

- a. Division and Branch titles should reflect the functions and scope of the elements concerned. Branch structure should be established to accommodate a logical distribution of the assigned functions.
- b. Co-related functions and activities should, where practicable, be grouped together. The "counselling" activity, formerly carried on in another division, is an example. This activity is closely related to the primary functions of this Division.
- c. The functions of this Division fall into two general categories: (1) those for which the Office of Personnel has responsibility and action authority and (2) those having service and support characteristics. These include the evaluation of applicant and employee qualifications, authentication of personnel actions for compliance with regulations, staff assistance to operating officials in personnel matters, assistance in the reassignment process, the operation of a holding/training/assignment activity for clerical level applicants, the conduct of an employee counselling service, and a screening/coding/recording system to reflect the qualifications of applicants and employees.

4. CONCLUSIONS:

- a. The Division structure and the titles of its elements should be rearranged to conform to a logical distribution of its functions.
- b. The functions assigned to the Division should be written to clearly delineate the scope, responsibility and authority involved.

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- c. Adequate manpower should be allotted to the Division to perform the tasks assigned; this should be distributed to the elements in proportion to the workloads concerned; and the positions should be classified according to the relative importance of the functions of the element.

5. RECOMMENDATIONS:

It is recommended that:

- a. The proposed Division structure and titles, shown in Tab A, be approved.
- b. The proposed functional statements for the Division, shown in Tab B, be approved.
- c. The proposed staffing for the Division, detailed in Tab C, be approved.

R.E. Titles and grades reflected have been approved by
Position Evaluation Division.

25X1A9a

16/ 27 Apr 56
[Redacted]
Chief, Management Staff

ATTACHMENTS:

Tab A - C

CONCURRENCE:

16/
Director of Personnel

30 Apr 56
Date

ACTION BY APPROVING AUTHORITY:

APPROVED:

0 - Personnel
1 - Inspnt.
1 - Comptroller
1 - Chronos ✓
Subject
read in

The recommendations in paragraph
5 are Approved:

JUN 27 1956

Date

(signed) H. Gates Lloyd

fn L. R. WHITE
Deputy Director
(Support)

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